

VET STUDENT LOANS POLICY AND PROCEDURES

STUDENT ENTRY PROCEDURE

Date Approved:	15/01/2018
Policy Category:	Administration
Policy Owner:	RTO Manager

1. Purpose

- 1.1. This procedure ensures that students are academically suited to undertake an Approved Course. It outlines the entry criteria, and the steps undertaken by SEDA Group to determine a student's academic suitability for an Approved Course.

2. Scope

- 2.1. This procedure applies to all students and applicants at SEDA Group that are, or would be, entitled to a VET Student Loan. The procedure responds specifically to the Student entry requirements outlined in the VET Student Loans Rules 2016.

3. Definitions

- 3.1. Applicant:** Refers to all customers of SEDA Group seeking to enrol in or enquire about a VET unit of study that meets the course requirements under the Act who are, or might be, entitled to a VET Student Loan.
- 3.2. Approved Course:** a qualification or course of study that has been approved by the Department of Education as eligible for VET Student Loans.
- 3.3. Australian Core Skills Framework:** The Australian Core Skills Framework (ACSF) contains the endorsed language, literacy and numeracy (LLN) standards that are to be reflected in all Training Packages.
- 3.4. Census date:** the last day a student may withdraw from a VET unit of study in which they are enrolled without incurring liability for tuition fees.
- 3.5. Senior Secondary Certificate of Education:** Refers to a certificate of education that has been awarded to the student by an agency or authority of a State or Territory for the student's completion of year 12.
- 3.6. Students:** Refers to all persons enrolled in a unit of study who are, or might be entitled to a VET Student Loan under the Act.
- 3.7. The Act:** Refers to the VET Student Loans Act 2016.

Document name	VSL Student Entry Procedure_20180115		
Authorised by:	General Manager	<i>Document control management – Uncontrolled when printed</i>	Page 1 of 3

3.8. VET Student Loans: VET Student Loans is a loan program that helps eligible students enrolled in higher level vocational education and training courses at approved course providers pay their tuition fees.

3.9. VET unit of study: a published unit of study that forms part of an Approved course.

4. Determining and assessing academic suitability for an Approved course

4.1. Applicants or students seeking to enrol in an Approved course with SEDA Group will be academically suited to undertake an Approved course if they satisfy the requirements set out below:

4.1.1. The applicant or student provides, or SEDA Group obtains a copy of a Senior Secondary Certificate of Education that has been awarded to the student by an agency or authority of a State or Territory for the applicant or student’s completion of year 12; or

4.1.2. The applicant or student is assessed as displaying competence at or above Exit Level three (3) in the Australian Core Skills Framework in both reading and Numeracy using an assessment tool approved under section 82 of the VET Student Loans Rules 2016; and the Approved Course Provider (SEDA Group) reasonably believes that the student displays that competence; or

4.1.3. The applicant or student provides, or SEDA Group obtains a copy of a certificate (however described) that a qualification at level 4 or above in the Australian Qualifications Framework has been awarded to the student; and the course for the qualification was delivered in English.

5. Procedure for assessing whether a student is academically suited for an Approved course

5.1. In order to assess an applicant or student’s competence in reading and numeracy against the Australian Core Skills Framework, SEDA Group will use an assessment tool approved under section 82 of the VET Student Loans Rules 2016. Applicants and students will be required to undertake the relevant assessment in such a way as to preserve the honesty, integrity and reliability of the process.

5.2. Applicants and students will be required to undertake the assessment of their competence in reading and numeracy as part of the pre-enrolment process.

5.3. The pre-enrolment process may also require students and applicants to undertake an interview, as a further means of determining the suitability of the applicant for the course.

5.4. The results of the assessment will be communicated to students as soon as practicable after the assessment is administered.

5.5. SEDA Group will retain the results of individual student assessment for a period of five (5) years.

6. Re-sitting the assessment

Document name	VSL Student Entry Procedure_20180115		
Authorised by:	General Manager	<i>Document control management – Uncontrolled when printed</i>	Page 2 of 3



- 6.1. It is possible for students to re-sit the assessment.
- 6.2. SEDA Group reserves the right to permit students to re-sit the assessment, where this is based on SEDA Group’s assessment of the student’s readiness.
- 6.3. SEDA Group acknowledges prior recommendations of a three-month period between re-sits, but reserves the right to make a decision based on individual needs and targeted LLN support.

7. Publication

- 7.1. This Student Entry Procedure will be made available to students or applicants intending to enrol with SEDA Group through publication on the website and in written form.

8. Related policies and procedures

- 8.1. VSL Fair Treatment, Equal Benefits and Opportunity Policy and Procedures
- 8.2. Concerns, Complaints (Grievances) and Appeals Policy and Procedure
- 8.3. VSL Privacy Policy and Procedures
- 8.4. VSL Statement of Tuition Assurance
- 8.5. VSL Student Selection and Admission Policy and Procedures
- 8.6. VSL Student Review and Re-Crediting Procedures
- 8.7. VSL VET Fee Payment Policy
- 8.8. VSL Tuition Fee Refund, Withdrawal and Cancellation Policy
- 8.9. VSL Tuition Assurance Procedures

Document name	VSL Student Entry Procedure_20180115		
Authorised by:	General Manager	<i>Document control management – Uncontrolled when printed</i>	Page 3 of 3